



# CITY OF ATLANTA

## Job Announcement

### ADMINISTRATIVE ASSISTANT, SENIOR

**STARTING SALARY: \$32,227**

**Salary Grade: 13**

**Applications Accepted From: February 13, 2006 until February 17, 2006**

#### **Minimum Job Requirements**

Persons applying must have an Associate's degree in Business Administration, Public Administration, Secretarial Science or a related field **and** three (3) years of general administrative experience. Equivalent combinations of training and experience will be determined under prescribed guidelines. However, training and experience will **not** be substituted for the required High School diploma or GED.

#### **Duties of the Job:**

The purpose of this position is to provide administrative and managerial support for the Director of Cultural Affairs. This employee assists in the administration of departmental services, assists with preparation of office budgets; assists with budget account analysis and reconciliation; provides technical and administrative guidance; oversees the purchase of office supplies and needed services; compiles and prepares information to produce periodic reports; coordinates training for employees; supervises assigned staff; performs additional tasks as assigned by the supervisor.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2120, Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

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APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

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**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**